

THEATER PRODUCTION ASSISTANT

Code No. 4-18-508
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting with the hands-on technical aspects of running and facilitating district performance spaces for theater productions and special events at a school district. Duties include supporting curricular, extra-curricular, community rehearsals, presentations, performances, and events including computerized ticketing systems, audio-visual supports, lighting and sound systems, set construction, stage curtains, clerical support, scheduling, recordkeeping, inventory, and general office management. The employee reports directly to and works under the general supervision of a Technical Theater Manager or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists with the technical aspects of theater, stage, auditorium and community group productions, and special events including, but not limited to, working with lighting and sound systems, rigging, stage curtains, building and construction, audio-visual equipment and computerized support;

Processes, maintains and updates records including budgetary documents and scheduling records;

Reviews special use items such as fog and haze equipment for safety and code compliance in collaboration with the supervisor;

Schedules preventative maintenance and required inspections of technical equipment and maintains corresponding records;

Develops and updates manuals for each auditorium outlining acceptable procedural operations and policies relating to facilities and equipment;

Provides ongoing training to staff, volunteers and student helpers in the use of technical equipment and other aspects of productions and special events;

Maintains schedule of productions and events in the performance spaces;

Maintains documentation of related records including maintaining inventory records of equipment;

Acts as the secondary contact for stage/theater related productions and special events;

Creates maintenance reports and performs light maintenance on stage and portable equipment and performs periodic cleaning.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices and principles employed in live stage production; good knowledge of applicable clerical support relating to the fine arts and theater

including, but not limited to, scheduling events and performances, maintaining schedules, office record keeping, inventory management, and general office management; working knowledge of the technical aspects of theater/performing arts equipment including, but not limited to, set building and construction, rigging, stage curtains, lighting and sound systems, audio-visual equipment and computerized supports; organizational ability; working knowledge of the operation and maintenance of related equipment; ability to work on multiple projects; ability to write narrative documents; ability to convey technical information verbally in an understandable manner; ability to communicate orally and in writing; ability to establish effective working relationships; ability to direct volunteers; ability to utilize a computer and other related equipment to perform job duties; ability to keep inventory records of equipment; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent clerical experience, two (2) years of which must have involved providing clerical support in a musical, theatrical, or fine arts setting; OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience either directing or assisting with directing technical theater activities in a venue such as a school facility or professional theater production; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: November 5, 2015